

## MANAGEMENT

## CONFERENCE

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(classification)

## BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME	25X1A9a	2. POSITION TITLE	3. OFFICE	
		Records Admin Officer	DDS/OP	
4. IMMEDIATE SUPERVISOR				
NAME	25X1A9a	BUILDING	ROOM	
		Headquarters	5E68	
TITLE	OFFICE			
Chief, Admin Staff/OP		Office of Personnel		
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM				
<input checked="" type="checkbox"/> FORMS MANAGEMENT	<input checked="" type="checkbox"/> VITAL RECORDS SCHEDULES AND DEPOSITS			
<input checked="" type="checkbox"/> CORRESPONDENCE IMPROVEMENT	<input checked="" type="checkbox"/> RECORDS CONTROL SCHEDULES			
<input checked="" type="checkbox"/> REPORTS CONTROL	<input checked="" type="checkbox"/> RECORDS RETIREMENT ACTIVITIES			
<input checked="" type="checkbox"/> FILE SYSTEMS	<input checked="" type="checkbox"/> MAIL OPERATIONS			
<input checked="" type="checkbox"/> FILE EQUIPMENT AND SUPPLIES	<input checked="" type="checkbox"/> SUPPLEMENTAL DISTRIBUTION			
<input checked="" type="checkbox"/> RECORDS SURVEYS	<input checked="" type="checkbox"/> OTHER RECORDS MANAGEMENT SERVICES (specify)			
<input checked="" type="checkbox"/> REGULATORY ISSUANCES	Controls issue of all non-stocked OP forms			
<input checked="" type="checkbox"/> * AUTOMATION DEVELOPMENT	<input checked="" type="checkbox"/> *Three OP reps on DDS/SSS			
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)				
a. Handles processing of all Printing Services requests for Office of Personnel.				
b. Acts as CIA representative for obtaining USCSC issuances. Also contacts other Government agencies when necessary in order to obtain current information relating to publications, forms, and other material of interest to Agency				
c. Handles procurement of books and other material obtained through personnel.				
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES the Agency library. for OP personnel. ...70% OR HOURS PER WEEK SPENT ON RECORDS PROGRAM d. Handles procurement of certain log items				
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past) in conj. with Log Officer				
FROM - TO	GRADE	POSITION OR DUTIES		
Jun 63 -	GS 9-11	Responsible for over-all Records Management Program in the Office of Personnel with particular emphasis on items indicated in #5 above		DDS/OP
Sept 54 - Jun 63	GS-7-9*	Although I entered on duty with TSD in Sept 54 the job was not reclassified as Records Management Officer until August 1956. Established the beginning of the Program in TSD with the assistance of G. [REDACTED] Consisted mainly of setting up schedules, both Records Control and Vital Records, retirement activities, and conducting surveys when requested.		DDP/TSD
25X1A9a				
*Grades held as RMO.				

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## RECORDS PROGRAM TRAINING

9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED	YES	NO	YEAR
RECORDS MANAGEMENT	Yes			1966
FORM AND GUIDE LETTERS				
CORRESPONDENCE MANAGEMENT				
SPEEDING THE MAIL				
FORMS ANALYSIS AND DESIGN				
FORMS IMPROVEMENT				
FORMS FOR AUTOMATION	Rescheduled for Jan 1968			
DIRECTIVES SYSTEMS IMPROVEMENT				
HOW TO IMPROVE WRITTEN INSTRUCTIONS				
MODERNIZING MANAGEMENT REPORTS				
OFFICE INFORMATION RETRIEVAL				
FILES IMPROVEMENT				
RECORDS DISPOSITION				
SOURCE DATA AUTOMATION	Yes			1967
MECHANIZING PAPERWORK SYSTEMS				
MANAGING AN OFFICE MACHINE PROGRAM				
OTHER (list)				
American University - Planning and Administering a Records Program (Part I)	Yes			1964
<b>10. INTERNAL TRAINING ON RECORDS MANAGEMENT</b>				
Clandestine Services Records Officers Course	Yes			1962
Filing Workshop	Yes			1960
<b>11. AUTOMATION TRAINING (Internal or External)</b>				

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